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Andaman And



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No. 114, Port Blair, Thursday, August 14, 2014

**LIEUTENANT GOVERNOR'S SECRETARIAT
RAJ NIWAS**

NOTIFICATION

Port Blair, dated the 14th August, 2014

No. 109/2014/F. No. 1-88/LGS/2013-14 (P.F.-II).—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs' Notification No.U/14039/2/83-ANL dated 21/02/1985, and in supersession of Ministry of Home Affairs, New Delhi, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'B' posts of Aide-de-Camp to Lieutenant Governor and Household Comptroller in the Establishment of Lieutenant Governor's Secretariat, Port Blair, namely:-

1. SHORT TITLE AND COMMENCEMENT:-

- (i) These rules may be called the Lieutenant Governor's Secretariat, Raj Niwas, Andaman and Nicobar Islands Group 'B' Non-Gazetted posts of Aide-de-Camp to Lieutenant Governor and Household Comptroller Recruitment Rules, 2014.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:-

The number of post, its classification and the scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed to these Rules.

3. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:-

The method of recruitment to the post, age limit, qualifications and other matters relating thereto shall be as specified in paras 5 to 13 of the Schedule aforesaid.

- (a) **DISQUALIFICATION:** - No person, who has entered into or contracted a marriage with any person having a spouse living,

Or

- (b) Who having a spouse living, has entered into or contracted a marriage with any person,
shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the provision of this rule.

4. POWER TO RELAX:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

5. SAVING:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions, required to be provided for candidates belonging to Scheduled Castes and Scheduled Tribes and other categories of persons of these Islands in accordance with the orders issued by the Central Government from time to time in this regard.

By order and in the name of the Lt. Governor (Administrator),

**Sd./-
Senior Private Secretary to LG**

SCHEDULE TO RECRUITMENT RULES**Recruitment Rule for the post of Aide-de-Camp to Lt. Governor
in the establishment of Raj Niwas**

1	Name of post	Aide-de-Camp to Lieutenant Governor
2	No. of post	1 (One)* 2014 *Subject to variation dependent on workload
3	Classification	General Central Service Group 'B' Non-Gazetted, Executive
4	Pay Band and Grade Pay/Pay Scale	Pay Band-2 Rs. 9300-34800 Grade Pay Rs. 4200
5	Whether selection post or non-selection post ?	Not applicable
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruit	Not applicable
8	Whether age and educational qualifications required for direct recruits will apply in the case of the promotees ?	Not applicable
9	Period of probation, if any	Nil
10	Method of recruitment whether by direct recruitment or promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	By deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made.	<u>Deputation:</u> Officers of Central/State Govt./UTs/ Administration :- Holding analogous posts on regular basis in the parent cadre/ Department <u>Note:-</u> Period of deputation in the post of Aide-de-Camp including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central/State Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of the applications.
12	If a Departmental Promotion Committee exists, what is its composition ?	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

ANNEXURE**Duties and responsibilities for the post of ADC to Lt. Governor**

ADC to Lt. Governor :- Accompanying and assisting the Honourable Lt. Governor in the day to day appointments / engagements and tour programmes and providing immediate necessary assistance as and when required. Receives Memorandum in the absence of the Honourable Lt. Governor and also receives VVIPs and other dignitaries who visit Raj Niwas.

SCHEDULE TO RECRUITMENT RULES**Recruitment Rule for the post of Household Comptroller for the Lt. Governor's Secretariat**

1.	Name of post	Household Comptroller
2.	No. of post	01 (One) 2014* *Subject to variation dependent on workload
3.	Classification	General Central Service Group 'B' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	Pay Band-2 Rs. 9300-34800 + GP Rs. 4200
5.	Whether selection or non-selection post ?	Not applicable
6.	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) Note:- The crucial date of determining the age limit shall be the closing date for receipt of names from Employment Exchange/ Application from candidates
7.	Educational and other qualifications required for direct recruits	Essential:- (i) Degree or Post Graduate Diploma in Hotel Management from a recognized University/Institute (OR) Diploma in Hotel Management from any Technical Educational Institution. (ii) 02 years' experience in Catering Science. (OR) 02 years' experience of Public Relations and House-keeping in any reputed Hotel/Institution.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	02 (Two) years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled up by various methods	By deputation failing which by direct recruitment
11.	In case of recruitment by promotion/deputation / absorption, grades from which promotion / deputation / absorption to be made	Deputation:- Officers of Central/State Govt./UTs/ Administration :- (a) (i) Holding analogous posts on regular basis in the parent cadre/Department. (OR) (ii) With 6 years regular service in the grade rendered after appointment thereto on a regular basis in the Scale of Pay in PB-1 Rs. 5200-20200 with Grade Pay of Rs. 2800 or equivalent in the parent cadre/ department. (OR) (iii) With 10 years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-1 of Rs.5200-20200 with Grade Pay of Rs. 2400 in the parent cadre/ department; (And)

		<p>(b) Possessing the following educational qualification and experience:- (i) Degree or Post Graduate Diploma in Hotel Management from a recognized University/Institute (OR) Diploma in Hotel Management from any Technical Educational Institution with 02 years' experience in Catering Science (OR) 02 years' experience of Public Relations and House-keeping in any reputed Hotel/Institution.</p> <p>Note:- Period of deputation in the post of Household Comptroller including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central/State Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of the applications.</p>
12.	If a DPC exists, what is its composition ?	<p>Group 'B' DPC (for Confirmation):-</p> <p>i) Chief Secretary - Chairman ii) Secretary to LG - Member iii) Secretary (Perl.) - Member</p>
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

ANNEXURE**Duties and responsibilities for the post of Household Comptroller**

Controls and supervises the Household Staff and their functions and duties, assists Raj Niwas Administration in the matters of House-keeping, up keeping and maintenance of Raj Niwas and its premises, making arrangements for functions to be held in Raj Niwas.